



# City of Lowell Planning Board

## Application for Special Permit from the Lowell Planning Board

**OFFICIAL USE:**

Date of Receipt: \_\_\_\_\_ Received By: \_\_\_\_\_ Date of Approval: \_\_\_\_\_

Complete \_\_\_\_\_ Not Complete \_\_\_\_\_ Date : \_\_\_\_\_

The following application is made to the City of Lowell Planning Board in accordance with the provisions of The Code of Ordinances, City of Lowell, Massachusetts, Appendix A thereof.

### 1. Application Information

**Address of Property Location:** \_\_\_\_\_

Owner: \_\_\_\_\_

Address: \_\_\_\_\_

Zip Code: \_\_\_\_\_ Telephone No. \_\_\_\_\_ FAX No. \_\_\_\_\_

Email: \_\_\_\_\_

Second Owner (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_

Zip Code: \_\_\_\_\_ Telephone No. \_\_\_\_\_ FAX No. \_\_\_\_\_

Email: \_\_\_\_\_

**Owner's Agent:** \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Signature: \_\_\_\_\_

Telephone No: \_\_\_\_\_ FAX No.: \_\_\_\_\_

Email: \_\_\_\_\_

**Tenant/Lessee/Purchaser (If Applicable):** \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Signature: \_\_\_\_\_

Telephone No: \_\_\_\_\_ FAX No.: \_\_\_\_\_

Email: \_\_\_\_\_

**2. Property Information**

Zoning District: \_\_\_\_\_

Type Of Structures (Existing and Proposed on Property):

Residential: E \_\_\_\_\_ P \_\_\_\_\_ Commercial: E \_\_\_\_\_ P \_\_\_\_\_ Industrial: E \_\_\_\_\_ P \_\_\_\_\_

Institutional: E \_\_\_\_\_ P \_\_\_\_\_ Other: \_\_\_\_\_

Parking Spaces: Existing \_\_\_\_\_ Proposed \_\_\_\_\_

Land Area Square Feet: \_\_\_\_\_

Building Area Square Feet: \_\_\_\_\_

Number Of Stories: \_\_\_\_\_ Number Of Dwelling Units: \_\_\_\_\_

Occupied: \_\_\_\_\_ Partially Occupied: \_\_\_\_\_ Vacant: \_\_\_\_\_ Vacant Land: \_\_\_\_\_

**3. Please check all that apply:**

The applicant is requesting a special permit from the Planning Board under:

- ☐ Section 3.3.1 (lots over town lines)
- ☐ Section 5.1.10 (lot width)
- ☐ Section 5.3.3 (reduced open space)
- ☐ Section 6.6 (refuse containers)
- ☐ Section 6.7.3 (driveway grade)

Please note that the Zoning Board of Appeals is the Special Permit Granting Authority for all other Special permits, except the Planned Residential Development special permit. For ZBA special permits, please use the ZBA Application Form instead of this form. For a PRD, use the PRD application form instead of this form.

**4. Please check any that apply:**

- ☐ The applicant is also requesting a special permit or permits from the ZBA
- ☐ The applicant is also requesting a variance or variances from the ZBA

**5. Special Permit Submission Requirements**

If the applicant is submitting a subdivision, ANR, or site plan application, please submit the full submittal requirements for the associated application, along with 13 copies of the Special Permit Addendum. ***You need not use this application form!***

If the applicant is requesting just the special permit the applicant shall also provide the following.

**Please check off that all items are enclosed:**

- ☐ This application form
- ☐ A narrative addressing how the project meets the standards listed on page 3.
- ☐ A list of abutters within 300 feet of the site (from the Assessor's office)
- ☐ 13 copies of adequate plans to allow the board to address the project and the standards for issuing the permit. Plans must meet the same standards required by the Board of Appeals for a plan with a variance application<sup>1</sup>.

<sup>1</sup> See sections 11.3.5 and 11.2.4 of the Zoning Ordinance.

**Requirements for special permits:**

General criteria for granting special permits include consideration of the following:

1. Social, economic or community needs which are served by the proposal
2. Traffic flow and safety, including parking and loading
3. Adequacy of utilities and other public services
4. Neighborhood character and social structures
5. Impacts on the natural environment; and
6. Potential fiscal impact, including impact on city services, tax base, and employment.

Additional specific criteria include:

- For Section 5.3.3 (reduced open space): As stated in the section the Board must determine “that adequate recreational opportunities exist in the neighborhood”. The burden is on the applicant to prove that such opportunities exist and that the users of the project will have easy and adequate access to such opportunities.
- For Section 6.6 (refuse containers): The applicant must still comply with section 10-74 of the Code of Ordinances.
- For Section 6.7.3 (driveway grade): The Planning Board may grant a special permit only “after a determination that said driveway will provide safe and reasonable access for fire, police and emergency vehicles.” The burden is on the applicant to provide proof that the fire, police and emergency services responders in the City of Lowell will have safe and reasonable access.

**5. Authorization (Must be Signed by the Owner of the Property)**

I am the record owner of the property for which this application is being filed and as such, I am familiar with the work proposed to be carried out on my property.

I hereby give permission for this application to be filed with the full understanding that certain restrictions may be placed on the property relative to the approval of the proposed work.

I further certify that under the penalties of perjury, I am authorized to sign this application.

Name (Please Print): \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

If representing a group, corporation, or other organization please attach a copy of the vote authorizing you to act on behalf of such organization for the purposes of this application.

*An application will not be considered complete and will not be submitted to the Planning Board for its action until all required documentation/information has been submitted to the Planning Board Administrator and filed with the City Clerk by the correct deadline. Regular meetings of the Planning Board are generally held on the first and third Monday of the every month (only one meeting is held in July, August, and December). Completed site plan applications are generally due by NOON on the Friday that is 31 days prior to the regularly-scheduled Planning Board meeting when a public hearing will be held. For a complete schedule, please contact the Planning Board Administrator.*

*Submit all required materials to:*

George Proakis, Associate Planner/Planning Board Administrator  
Division of Planning and Development, JFK Civic Center, 50 Arcand Drive, Lowell, MA 01852  
(978) 446-7245, fax: (978) 446-7014, email: [gproakis@ci.lowell.ma.us](mailto:gproakis@ci.lowell.ma.us)